



Federal Aviation Administration

Memorandum

Date: December 14, 2006

To: ATO Executive Council

From: Senior Vice President, Finance

Prepared by: Steve Springmann, ATO Finance, Operating Budget, AJF-1

Subject: **ACTION:** FY 2007 ATO Spending Guidance During the Continuing Resolution

Recent news reports have indicated that the new leadership in Congress intends to enact a continuing resolution for the remainder of the fiscal year. In anticipation of the impact that could have on our finances, we must take further steps to reduce spending while still maintaining effective service to our customers.

You are expected to comply with previous guidance issued by me and by the agency's CFO (available on the ATO Finance web site) and limit obligations outside of those clearly needed for operational and legal requirements. In addition, the following guidance applies:

Hiring

- Hiring freeze effective today on all non-controller/technician outside hiring – includes all Appropriations
- We will be considering stopping all controller/technician hiring after March 31
- ATO-Finance will determine Service Center Allocations adequate to ensure an FY 2007 stand-up.
- VP's may request individual waivers through AJF-0

Travel

- Stop all international travel – individual waivers to be approved by AJF-O
- All non-operational travel should cease. Waivers to be approved by VP's
- No conferences

Other

- All administrative contracts should be reduced in size and scope where possible
- Reduce expenditures for IT, second-level support, flight procedures, OSHA, etc. where possible

If you have any questions or require additional information, please contact Chris Reese, John Rybka, or Steve Springmann.

/S/

Eugene D. Juba